

APPROVED

by Resolution No. S-2017-1-7 of 24 January 2017
of the Senate of Vilnius University

**REGULATIONS
OF THE FACULTY OF HISTORY
OF VILNIUS UNIVERSITY**

I. GENERAL PROVISIONS

1. The Faculty of History (hereinafter the 'Faculty') of Vilnius University (hereinafter the 'University') shall be the internal organisational structure of the University with the status of a core academic unit, within which all types of the principal activities of the University shall be carried out. The Faculty shall exercise internal autonomy, the limits of which shall be determined by these Regulations of the Faculty of History of Vilnius University (hereinafter the 'Regulations'). The name of the Faculty, alongside the name of the University, shall be used in the affiliations of scientific publications and other documents related to scientific activity.

2. The Faculty shall be established and liquidated, and its Regulations approved, by the Senate of the University (hereinafter the 'Senate') upon proposal from the Rector of the University (hereinafter the 'Rector').

The Faculty shall carry out its activity in accordance with the Statute of the University (hereinafter the 'Statute'), the Regulatory Framework for Research, Artistic Activity and Studies (hereinafter the 'Reguliaminas'), these Regulations, other legal acts passed by the Senate, the Council of the University, the Rector, and the governing bodies of the Faculty based on their competency, and the laws and by-laws of the Republic of Lithuania.

4. The activity of the Faculty shall be financed from the appropriations from the State budget, the own funds of the University, and other lawfully acquired funds.

5. The Faculty shall possess a Senate-approved Faculty flag, template, logo and seal that correspond to the traditions and style of the University. The template and seal of the Faculty shall be used in the Faculty's operational documents attributed to the Faculty's competency.

6. The self-governance of the Faculty shall be implemented by the Council of the Faculty (hereinafter the 'Council') established under the procedure laid down by the Statute, the Senate, and these Regulations.

7. The Faculty shall be headed by and the responsibility for its activity shall be undertaken by the Dean of the Faculty (hereinafter the 'Dean'), who shall be elected and appointed under the procedure laid down by the Statute, the Senate, and these Regulations.

8. The structure of the Faculty shall comprise the governing bodies of the Faculty (the Council and the Dean) and internal organisational academic structures without the rights of an administrative unit (hereinafter the 'academic structures') and internal organisational non-academic structures without the rights of an administrative unit (hereinafter the 'non-academic structures').

9. In accordance with the procedure laid down by the law and the legal acts of the University, the Faculty may have a right to independently take decisions on public procurement and independently carry out procurement, have a separate budget line for procurement, independently conclude procurement contracts, and use its budget for making payments pursuant to those contracts.

II. THE PURPOSE AND OBJECTIVES OF THE ACTIVITIES

10. The activities of the Faculty shall be based on the mission, objectives, and principles of activity of the University set out in the Statute, and the priorities provided for in the Action Plan of the Faculty. The purpose of the Faculty's activities – training highly qualified specialists and

researchers; developing scientific research of a high international level; ensuring the unity of science and studies; ensuring the quality of scientific research and studies, participating in innovative activities, educating active and responsible citizens and leaders of society.

11. The objectives of the Faculty shall be the following:

11.1. to initiate, organise and conduct international-level scientific research in the science field of history of the area of humanities as well as interdisciplinary one, to pursue dissemination of scientific achievements locally and internationally, to realise one of the most important priorities of the State of Lithuania – the development of Lithuanian studies, to analyse and contribute to the solution of issues relevant to Lithuanian society;

11.2. to initiate, organise, and conduct studies of all cycles, non-formal studies, postdoctoral traineeships, and carry out other educational or teaching (lecturing) activities;

11.3. to join international scientific research networks and institutions, implement advanced best practices of other universities in the field of scientific research and studies organisation;

11.4. to participate in national and international scientific, studies, educational, cultural, and social programmes and projects, taking into account their relevance to the fields of activity developed by the Faculty;

11.5. to participate in discussions on the problematic issues related to history, cultural history, cultural anthropology, archaeology, cultural heritage, Lithuanian studies, etc. in public and academic contexts and when adopting relevant expert solutions;

11.6. to promote and develop cooperation among science, business, and public sectors, cooperate with Lithuanian and foreign science, study, education, culture and business institutions, social partners, and alumni, represent the University locally and worldwide;

11.7. to carry out and develop service provision, consulting, and expert activities;

11.8. to nurture the values and long-standing traditions of the University, to encourage the participation of members of the Faculty community in general University activities, as well as their socially responsible behaviour and volunteering.

12. The purpose and objectives of the Faculty shall be implemented by the Faculty community.

13. The Faculty shall prepare and implement the Action Plan, which shall identify the priorities, measures for their implementation, terms, indicators, resources, and persons responsible for the implementation of measures. The Action Plan of the Faculty shall be drawn up for a period of three years in accordance with the Strategic Plan of the University, and the purpose and objectives of the Faculty.

III. THE COUNCIL

14. The Council shall be a collegial self-governance body of the Faculty formed for a period of four years.

15. Members of the Council, with the exception of the *ex officio* member of the Council and student representatives of all study cycles of the Faculty, who are delegated under the procedure laid down by the Students' Representation of the University, shall be elected in a direct election by researchers and teaching staff of the Faculty following the requirements specified in Article 12(4) of the Statute.

16. The Council shall comprise 19 members:

16.1. five professors and/or research professors working at the Faculty and conforming to the requirements set out in Article 12(4) of the Statute;

16.2. five associate professors and/or senior researchers working at the Faculty and conforming to the requirements set out in Article 12(4) of the Statute;

16.3. three other members of the academic community working at the Faculty and conforming to the requirements set out in Article 12(4) of the Statute;

16.4. four student representatives of the Faculty (at least one of which is a doctoral student) in accordance with the requirements of Article 21(11) of the Statute;

16.5. one representative of social partners of the Faculty;

16.6. Dean of the Faculty (*ex officio* member).

17. In the event that the numbers of Council members established in Items 16(1) and 16(2) of these Regulations change due to a Council member changing their position to another academic one, a new Council member election shall not be organised.

18. The general requirements for the procedure for electing and recalling the members of the Council shall be set out in the Description of the Procedure for the Election of Members of the Councils of Core Academic Units approved by the Senate. A Council member may be recalled by the entity that has elected or appointed the said member due to a crime, misdemeanour, violation of administrative law, disciplinary or official misconduct, gross violation of the Statute or the Code of Academic Ethics, or any other breach of legal or moral norms that is inconsistent with the duties of a Council member. Additional grounds and procedures for recalling students' representatives from the Council may be set out in the Students' Representation of the University.

19. The Council election (including the registration of candidates) shall be organised and its results established by the electoral commission of the Faculty. The composition of the electoral commission of the Faculty, upon Proposal from the Dean of the Faculty, shall be approved and its Chairperson shall be appointed by the Central Electoral Commission. Members of the electoral commission may not stand as candidates to members of the Council. Members of the Council – students' representatives – shall be appointed (elected) following the procedure laid down by the Students' Representation of the University in accordance with the requirements laid down in Article 21(11) of the Statute.

20. The Council shall elect its Chairperson from Council members. Upon Proposal from its Chairperson, the Council shall approve the Deputy Chair. The Dean of the Faculty, their deputies – Vice-Deans (hereinafter the 'Vice-Deans'), representatives of social partners and students' representatives shall not be elected the Chairperson of the Council or the Deputy Chair. In the event that the Chairperson of the Council is unable to perform their duties due to illness or other important reasons, their functions shall be performed by the Deputy Chair of the Council.

21. The activity of the Council shall take the form of meetings. A meeting of the Council shall be deemed lawful if it is attended by at least two-thirds of the members of the Council. In the exercise of its powers, the Council shall adopt resolutions. Resolutions of the Council shall be adopted by a simple majority of the present members of the Council, except in cases when these Regulations or the Rules of Procedure of the Council call for a qualified majority.

22. The Council shall:

22.1. approve its Rules of Procedure;

22.2. elect the Dean and submit the candidature to the Rector for appointment;

22.3. express no-confidence in respect to the Dean if it is voted for by at least two-thirds of all members of the Council, or by a simple majority decide on no-confidence expressed by the Rector in respect to the Dean;

22.4. in the event that the Rector, by a reasoned decision, does not appoint the Dean elected by the Council, organise repeated election for the position of the Dean;

22.5. upon proposal from the Dean, approve the Action Plan of the Faculty;

22.6. consider and approve annual performance reports of the Faculty submitted by the Dean, and submit its conclusion on the implementation of the Action Plan of the Faculty to the Rector;

22.7. in the event that the Council does not approve the annual performance report of the Faculty, the period of one month shall be provided within which the Dean is to correct and/or revise the report and present it to the Council for reconsideration; if the Council repeatedly refuses to approve the annual performance report of the Faculty, the Council shall issue a vote of expressing no-confidence in respect to the Dean and shall immediately inform the Rector thereof; in this case, the Rector may also express no-confidence in respect to the Dean;

22.8. upon proposal from the Dean, establish the number of their Vice-Deans, approve their candidatures and functions, and adopt decisions on their dismissal;

22.9. upon proposal from the Dean, establish or liquidate departments, science centres or other academic structures;

- 22.10. upon proposal from the Dean, approve and dismiss heads of the departments, science centres or other academic structures;
- 22.11. upon proposal from the Dean, consider and propose the Rector to submit amendments to the Regulations of the Faculty to the Senate for approval;
- 22.12. upon proposal from the Dean, approve annual revenue and expenditure estimates of the Faculty and their implementation reports;
- 22.13. upon proposal from the Dean, approve the fields of scientific research, as well as the programmes of scientific research of the Faculty;
- 22.14. propose to the Rector for approval the composition of the Doctoral Studies Committee for the science field of history and its Chairperson, as well as the Regulation for the Doctoral Studies of the science field of history;
- 22.15. consider study programmes and submit them to the Senate for approval following the procedure established at the University;
- 22.16. establish committees for study programmes implemented at the Faculty and submit the candidatures of their Chairpersons to the Senate for approval;
- 22.17. consider proposals from the Dean regarding student places at the Faculty and the requirements for admission;
- 22.18. upon proposal from the Dean, approve rules governing research and studies at the Faculty;
- 22.19. assess the results of performed scientific research, studies, and the quality and level of the activities of the Faculty as a whole;
- 22.20. consider submissions from the Dean to the Rector to announce competitions for the positions of professor and research professor;
- 22.21. consider and submit to the Rector the candidates for the titles (status) laid down in the Regulations on Emeritus, Affiliation and Honours of the University;
- 22.22. upon submission of the Chairperson of the Council, establish the Academic Ethics Commission of the Faculty and appoint its Chairperson;
- 22.23. upon submission of the Chairperson of the Council, establish the Dispute Resolutions Commission of the Faculty and appoint its Chairperson;
- 22.24. perform other functions established in the legal acts of the University, as well as exercise power not directly specified in the legal acts that relates to the purpose of the Council laid down by Article 28(3) of the Statute and Item 6 of these Regulations.

IV. THE DEAN

23. A person who conforms to the requirements for a head of a core academic unit specified in the Statute shall be eligible to be appointed the Dean.

24. The Dean shall be responsible and accountable to the Council and the Rector. The Dean shall be an *ex officio* member of the Rectorate and shall participate in the strategic governance of the University. On the issues of economy and asset management and the organisation of other non-academic activities of the Faculty, the Dean shall also be accountable to the Chancellor of the University (hereinafter the ‘Chancellor’).

25. The Dean shall be elected for a period of five years in accordance with the Statute and these Regulations.

26. The competition for the position of the Dean shall be announced by the Council no less than four months before the end of the term of office of the outgoing Dean. The provisions of this Item shall not apply when the mandate of the Dean is terminated before the end of the term on other grounds.

27. The competition for the position of the Dean (including the registration of candidates) shall be organised and its results shall be established by the electoral commission of the Faculty. Members of the electoral commission may not stand as candidates to the position of the Dean.

28. Under the procedure laid down by the Statute and these Regulations, the Dean shall be

elected from the candidates to the position by secret ballot by the Council which then shall submit it to the Rector for appointment. The Dean shall be considered elected if the candidate receives more than half of the votes of all members of the Council.

29. If none of the candidates receive more than half of the votes of all members of the Council, repeated secret ballots shall be organised, in which the two candidates who were not elected during the first round of voting and got the highest unequal number of votes or all candidates who received the highest and equal number of votes shall participate.

If the Dean is not elected in the repeated voting, the Council shall announce a new competition for the position of the Dean.

30. The results of the election for the position of the Dean shall be published by the electoral commission of the Faculty on the website of the Faculty no later than the next working day after the election. The results of the election for the position of the Dean no later than within two working days after they were made public may be appealed by submitting a complaint to the Central Electoral Commission which, no later than within five working days, shall examine the complaint and leave the results of the election unchanged or declare the election invalid. Having declared the election invalid, a repeated secret ballot shall be organised with the participation of all candidates.

31. The electoral commission of the Faculty shall inform the Rector in writing of the results of the successful election for the position of Dean no later than on the next working day. If an employment contract is not concluded with the elected Dean under a reasoned decision of the Rector, the Council shall announce a repeated election for the position of the Dean. Until the Dean is elected, the Rector shall appoint one of the outgoing Vice-Deans to act as a temporary Dean.

32. The same person shall not serve as the Dean for longer than two consecutive terms. This provision shall also apply when the person did not hold the position of the Dean for a full term (during either of the terms).

33. The Dean shall have deputies, i.e. Vice-Deans, one of whom shall be responsible for the organisation of studies at the Faculty. All Vice-Deans shall be subordinate and accountable to the Dean. Upon submission of the Dean, the candidatures and functions of the Vice-Deans, as well as decisions on their dismissal, shall be taken by the Council.

34. The term of office of the Vice-Deans shall correspond to that of the Dean: after the election and appointment of the Dean, upon them commencing their duties, the terms of office of the deputies to the outgoing Dean shall expire. The newly elected and appointed Dean may submit a proposal to the Council to temporarily extend the term of office of the deputies to the outgoing Dean until new Vice-Deans are appointed following the procedure established in these Regulations.

35. The Dean shall:

35.1. be responsible for the management of the Faculty and the implementation of the Action Plan of the Faculty in accordance with the Strategic Plan of the University;

35.2. be responsible for the compliance of the activities of the Faculty with the Statute, other laws, by-laws, and the legal acts of the University;

35.3. be responsible for the overall efficiency of study programmes and scientific research as well as the quality of development in the principal area of activity of the Faculty; ensure coherence between study programmes and scientific research, and the interdisciplinary links between these programmes;

35.4. draft the Action Plan of the Faculty for three years and its yearly amendments and submit them to the Council for approval; organise measures, accumulate resources, and create incentives necessary for the implementation of the Action Plan of the Faculty; monitor, control, and regulate the implementation progress of the Action Plan as well as take responsibility for the Action Plan's implementation quality;

35.5. submit the annual performance report of the Faculty to the Council for consideration;

35.6. submit the number of Vice-Deans, their candidatures, and functions, as well as proposals on their dismissal, to the Council for approval;

35.7. submit proposals to the Council on the amendments to the Regulations of the Faculty;

35.8. submit proposals to the Council on the establishment and liquidation of departments,

science centres and other academic structures;

35.9. submit proposals to the Council to approve or dismiss heads of the departments, science centres or other academic structures;

35.10. establish or liquidate non-academic structures;

35.11. submit the annual revenue and expenditure estimates of the Faculty, their implementation reports and the regulations of the promotion of academic activities at the Faculty to the Council for approval;

35.12. upon the approval of the Council, submit proposals to the Rector on the scientific research and the programmes of scientific activities of the Faculty;

35.13. upon the approval of the Council, submit proposals to the Rector on the student places and admission requirements at the Faculty;

35.14. submit proposals to the Rector on the sizes of the cost of tuition of studies carried out by the Faculty, fees not directly connected to the implementation of study programmes, and other services provided by the Faculty;

35.15. submit the rules governing studies and research at the Faculty to the Council for approval;

35.16. upon the approval of the Council, propose the Rector to announce competitions for the positions of professor and research professor;

35.17. propose the Rector to employ and dismiss employees of the Faculty, award incentives and/or impose disciplinary penalties;

35.18. ensure the professional development of the employees of the Faculty;

35.19. organise and ensure lawful and economical use of the Faculty's funds and assigned assets;

35.20. take responsibility for public procurement at the Faculty;

35.21. take responsibility for the international relations of the Faculty;

35.22. coordinate the conclusion of contracts necessary for research and studies activities carried out at the Faculty and ensure the execution of contracts concluded at the initiative of the Faculty;

35.23. perform other functions assigned to the Head of a core academic unit following the legal acts of the University and carry out other typical duties of the Head of a core academic unit.

36. In implementing the Action Plan of the Faculty, and the functions and tasks assigned to them, the Dean shall, based on their competency, issue orders, decrees, and give binding instructions to the academic community and other employees of the Faculty.

37. The Dean may establish activity planning, international advisor, trustee, student feedback and other structures (commissions) to advise them on a temporary or permanent basis.

38. The mandate of the Dean shall be terminated at the end of their term or upon their resignation. The Dean shall immediately resign in the event that the Council expresses no-confidence in them by a majority of two-thirds of all Council members or that the Council, by a simple majority, approves the no-confidence expressed by the Rector. If the Dean, in whom the Council or the Rector had expressed no-confidence, does not resign immediately following the adoption of the relevant decision by the Council, their employment contract shall be terminated on the grounds of infringement of this Item and Article 28(4) of the Statute, which constitutes gross violation of professional duties.

V. STRUCTURAL UNITS

39. The structural units of the Faculty shall be academic units (departments, science centres, etc.) and non-academic units (divisions, etc.).

40. Academic and non-academic units shall be established and liquidated following the procedure established in these Regulations.

41. Department – academic structure in which scientific research is organised and which participates in the implementation of study programmes at the Faculty. Departments shall be established and liquidated by the Council upon Proposal from the Dean. The composition of

departments shall be approved and updated by Order of the Dean.

42. The department shall be managed by the Head of the department, appointed to their position for a period of three years by the Council. The candidature for the Head of the department shall be submitted by the Dean for the approval of the Council from the professors (research professors) of the department or associate professors (senior researchers) of the department working at the Faculty for at least half of the working time standard.

43. Material and organisational conditions necessary for the activity of the department shall be ensured by the Dean.

44. Science centre – academic structure, operating in one of the science areas of history on the branch, sub-branch or inter-branch basis. The science centres, upon proposal from the Dean, shall be established and liquidated by the Council following the procedure established by the regulations of science centres. The composition of science centres shall be approved and updated by order of the Dean.

45. The regulations of science centres that detail the requirements and conditions for the establishment of science centres, as well as the procedure for organising work therein, shall be approved by the Council upon Proposal from the Dean.

46. Science centres shall be headed by researchers working at the Faculty.

47. The head of the academic structure shall:

47.1. attract researchers carrying out scientific research works and teachers implementing the study programmes of the Faculty;

47.2. convene meetings of the academic structure;

47.3. organise the implementation of the legal acts adopted by the University and the Faculty at the academic structure;

47.4. organise the cooperation between the academic structure and the study programme committees; consider and make proposals to the study programme committees on the development, implementation, updating, etc. of study programmes;

47.5. submit proposals to the Dean on the adoption or improvement of the rules regulating scientific research and studies at the Faculty adopted by the Council and on other issues related to the organisation of activities.

48. Other academic structures may also be established upon submission of the Dean and the decision of the Council. These structures may also be established on an inter-branch basis or, upon an agreement with another academic unit, on an inter-faculty basis.

49. Following the procedure laid down in the legal acts, based on the Faculty's competency, inter-institutional science and research structures may be established.

50. The post of the Head of the academic and non-academic structure shall not be considered a job position. For the fulfilment of these duties, wage supplements may be paid following the procedure laid down in the legal acts of the University.

VI. RESEARCH AND STUDIES

51. The Faculty shall carry out high international-level scientific research in the science field of history of the area of humanities as well as interdisciplinary one.

52. Organisational structures (departments, science centres, etc.) may be established at the Faculty for organising and carrying out scientific research.

53. Degree and non-degree studies shall be organised at the Faculty. In accordance with the procedure laid down by the law and the legal acts of the University, studies of three cycles – first (bachelor), second (master), and third (doctoral studies) – shall be carried out.

54. The studies of the first and second cycle shall be coordinated and administered by the Vice-Dean responsible for the organisation of studies and the Studies Office that is subordinate to the Dean.

55. The study programmes of the first and second cycle shall be coordinated, their implementation supervised, and reported to the Council by study programme committees. Study programme committees shall be formed and act following the procedure set out in the legal acts of the

University. In the implementation of their activities, study programme committees shall act in cooperation with the academic structures of the Faculty.

56. The chairpersons of the study programme committees of the Faculty and a delegated person of the Students' Representation of the Faculty shall form a study board which shall advise the Vice-Dean responsible for the organisation of studies.

57. Following the procedure set out in the legal acts, for the purpose of organising and implementing doctoral studies, Doctoral Studies Committee for the science field of history shall be formed, its Chairperson elected, and the regulations of doctoral studies in the science field of history drawn up and subject to be approved by the Rector. A school of doctoral studies or a doctoral studies' network together with other institutions of higher education or scientific research may be established.

VII. FUNDS AND OTHER ASSETS OF THE FACULTY

58. The funds managed and used by the Faculty shall comprise:

58.1. the share of appropriations from the State budget received by the University which, following the procedure established in the legal acts, is intended to finance first and second cycle studies, doctoral studies and research at the Faculty, after deductions for general University purposes established at the University;

58.2. own and transfer funds received by the Faculty for studies and educational services as well as for implementing scientific, educational, cultural, social and other activities, after deductions for general University purposes established at the University;

58.3. funds received as support to the Faculty, and other lawfully obtained funds, after deductions for general University purposes established at the University;

59. The assets of the Faculty shall comprise the share of the University's assets assigned to it for the purpose of implementing the activities established in these Regulations following the procedure set out in the legal acts of the University. The assets of the Faculty shall be registered and its funds accounted for following the procedure established at the University.

VIII. INTERNAL ADMINISTRATION CONTROL OF THE FACULTY

60. The control of the financial and economic activities of the Faculty shall be exercised by the Chancellor or their authorised employees following the procedure established at the University.

61. The control of the implementation of the Action Plan of the Faculty shall be exercised by the Rector based on the conclusions submitted to the Rector by the Council.

IX. FINAL PROVISIONS

62. The Regulations shall be amended and recast under the procedure laid down by the Statute.